



# Top Five Things to Know About: Certification

## 1. Officials Certified by the Division of Local Government Services

- CMFO – Certified Municipal Finance Officer
- CTC – Certified Tax Collector
- RMC – Registered Municipal Clerk
- CPWM – Certified Public Works Manager
- CCFO – Certified County Finance Officer
- QPA – Qualified Purchasing Agent

## 2. Appointment Requirements

### Chief Financial Officer

- Must have CMFO certification
- Term of office is four years commencing January 1st of year of appointment, except if filing unexpired term of previous CFO
- Up to two years vacancy provision

### CTC

- Must have CTC certification
- Term of office is four years commencing January 1st next following date of appointment, except if filing unexpired term of previous CTC
- No vacancy provision

### RMC

- After January 1, 2002 must have RMC to be appointed or re-appointed as municipal clerk
- Term of office is three years commencing from actual date of appointment
- Up to three years vacancy provision

### Principal Public Works Manager

- Required to appoint a CPWM as PPWM
- PPWM acts in advisory capacity
- No specific term
- Up to two-year vacancy provision
- Exemption provision for municipalities that perform little or no PW activities

### QPA

- Not mandatory to appoint QPA
- If a QPA is appointed, agency can use a \$25,000 bid threshold
- No specific term

### **3. Continuing Education Requirements for Renewal of Certifications**

- Certification renewals require continuing education every two years, except CPWM, which is every three years. No continuing education requirements for QPA's.

### **4. Tenure is Attained**

#### CFO

- Re-appointment after four consecutive years as CFO
- Must be re-appointed, tenure cannot be attained in the midst of a term
- CFO must file notice of meeting the requirement with the clerk and Division

#### CTC

- Re-appointment after four consecutive years as TC
- Must be re-appointed, tenure cannot be attained in the midst of a term
- No filing requirement, tenure is automatic once re-appointed

#### RMC

- Officially, after five years, however, clerks have tenure-like protection once they are re-appointed to a second three-year term
- No filing requirement, automatic once re-appointed

#### CPWM

- Upon reaching five years of service, a governing body can pass an ordinance granting tenure to a PW superintendent. Tenure not dependant upon CPWM certification.

### **5. Removal Procedures**

- In all cases, except for CPWM and QPA, only the director of DLGS has authority to remove a tenured person from the position for good cause
- Municipality must bring formal complaint before the Division for removal
- Person is entitled to an administrative hearing, usually before an Office of Administrative Law Judge
- Final decision of Director can be appealed to the Local Finance Board or Superior Court
- Director has authority to initiate an action to revoke or suspend a person's certification if deemed necessary
- For CPWM and QPA, director has authority to initiate action against certification of person in the position, not removal from the position

#### **For more information contact:**

NJ Department of Community Affairs  
Division of Local Government Services  
PO Box 803  
Trenton, NJ 08625-0803

Phone: (609) 292-7842  
Fax: (609) 633-6243  
E-mail: [dlgs@dca.state.nj.us](mailto:dlgs@dca.state.nj.us)  
Web site: [www.nj.gov/dca/lsg](http://www.nj.gov/dca/lsg)